GroveSite
Web Collaboration Made Easy

Getting Started:
User Guide for Administrators and Moderators

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GroveSite: Web Collaboration Made Easy

This User Guide will help you create your group's GroveSite-powered website, add content and enroll your group's members.

GroveSite is a tool that can help any working group collaborate using its own website. All kinds of groups can use GroveSite to power their websites: associations, corporate or consulting project teams, legal case teams, committees, task forces, seminar groups, schools, publishing teams, real estate groups, professional groups, and so forth.

Using GroveSite, you can build a website, add or change information instantly, and keep all information in a secure environment on GroveSite's servers. You can streamline communications, centrally manage important documents and files, and help members collaborate via website discussion forums and shared file libraries. All your members need is a browser with access to the Internet, and the website URL, login ID and Password you will email to them.

Get Started in Five Steps

You can build your website in five easy steps:

1: Register for a GroveSite Account

2: Establish Site Settings, Security, and Style

3: Define Pages and Page Security

4: Post Initial Content to Website Pages

5: Enroll Participants

GroveSite offers you many defaults, which we recommend you use for your first few group websites. As your organization becomes more familiar with GroveSite's

capabilities, you may want to customize certain site settings, headers, footers, colors, fonts and so forth, and save these as a customized template.

We assume that you are somewhat familiar with the GroveSite product. For example, we hope that you've visited www.grovesite.com, browsed its demo sites, and used the Sandbox demo to experiment with creating website pages and adding items. Perhaps your organization has conducted a trial usage of GroveSite.

Understanding GroveSite Roles

GroveSite websites are access-controlled. This means a group can limit access to its website to those enrolled with IDs and Passwords. Additionally, access to each *page* within a website can be limited to certain *roles* within the website. GroveSite recognizes five user roles:

- **Anonymous:** This includes anybody surfing the net. They are not enrolled as Participants. They may only view websites that allow anonymous access, and may only view pages with page security setting = anonymous.

- **Participants:** These individuals are enrolled in the website and given an ID and password to login. They can view all pages with security level = Participant, post into discussion forums, download files, and upload files where allowed. They can navigate between sites and manage their personal information.

- **Moderators:** Moderators are the primary content providers for a website. They have all the privileges of a Participant. They also add and manage the content of each page (text, images, and files). They facilitate discussion forums and can send Broadcast email to all enrolled users of the website.

- **Site Administrators**: Site Administrators have all the privileges of Moderators, and can also define pages in the website and set the security level of each page. They determine various site settings – color schemes, logos, footer, and copyrights. They enroll Participants and send welcome emails and instructions. They can monitor the website's overall usage.

- **Organization Administrators**: Large organizations may name an individual as the GroveSite Organization Administrator. The Organization Administrator can create, expire and delete GroveSite-powered websites within the organization, as needed. He/she can set the default style for all group websites used within the company – logo, color scheme, headers, footers, and so forth. He/she can set default welcome and instruction messages, so that users enrolled in any group website see a consistent welcoming message. The Organization Administrator enrolls a Site

Administrator for each website created and monitors usage of all group websites within the organization.

Screen Layout and Site Navigation

GroveSite-powered websites have a common screen layout. The different parts of the screen are described here.

- **Logo**: This is your organization's logo or name, in the upper left portion of the screen.

- **Site Header**: This is your group's name. For example, it may be a project, seminar title, association section, and so forth. It is in the upper right.

- **Menu Bar**: The Menu Bar is the horizontal area that contains buttons with GroveSite commands, such as Help Desk, My Info, and My Sites.   Once you login, GroveSite will display only those commands you are authorized to perform based on your role (Participant, Moderator, Administrator).

- **Site Navigation Area**: This is the left-hand side of the screen. The Site Navigation Area displays the various pages in your group's website. GroveSite only displays those pages for which you have access. To see a page, just click on it. If the page has 'section headings' those will also be displayed in the Site Navigation Area. Some pages, such as participant lists, discussion forums, and links to other sites, are identified by icons.

- **Page:** The large area to the right of the Site Navigation Area is the Page display. It displays the content of the page selected in the Site Navigation Area. Use the scroll bar to view long pages. If the page you are viewing has 'sections,' you may navigate between sections using sections headings on the Site Navigation Area or links on the bottom of the page.

- **Site Footer**: This is the horizontal area across the bottom of the screen. GroveSite is displayed on the left, along with a 'Submit Feedback' link by which you can submit questions or report bugs to GroveSite staff. The 'Submit Feedback' link is on the bottom of every page. On the right side is contact or copyright information for your organization.

User Guide for Participants

You may also wish to browse our User Guide for Participants. It covers the login process, forgotten password, screen layout, viewing pages, site navigation, how to participate in website discussion forums, and how to manage personal information and change your password. These features are also available to Participants, Moderators and Administrators, and are not covered in the remainder of this volume.

Step 1: Register for a GroveSite Account

Call 1.866.952.9880 to Register

GroveSite is a hosted application that is licensed to your organization for a monthly usage fee. If you have not already done so, your organization must register for an account with the GroveSite company by calling 1.866.952.9880.

Registration Agreement

The GroveSite company website at www.grovesite.com has all the current information on GroveSite's rates and terms. Go to the Register Now or Registration Agreement pages to *review the Registration Agreement,* which describes our terms of use and service and performance warranties. This is our contract with your organization when you become a GroveSite customer.

Billing Usage Plans

GroveSite is a hosted application that is licensed to customers for a monthly usage fee. Go to the Pricing page on www.grovesite.com to review rates and select a monthly Billing Usage Plan.

Acceptable Use Policy and Privacy Policy

Our Acceptable Use Policy (AUP) states that you may *not* use the group website for illegal purposes, send "spam" to other enrolled users, or attempt to breach security. If you access your website, you have agreed to follow the AUP. Our Privacy Policy states that we will protect the personally identifiable information of enrolled users in all group websites, neither sending unsolicited communications nor sharing information with third parties. We encourage our customers to follow this policy. View complete copies of these policies at www.grovesite.com.

Your Website Type and Address

As part of the registration process, you must indicate whether your organization elects to use SSL (advanced encryption) technology, and whether your initial site will be private, public (allow anonymous access) or a mix of both. You may indicate which 'starter site' you'd like – seminar, project, general, etc. GroveSite will create the initial

website address (URL) for your account, and enroll one or two individuals, as you have directed, as your GroveSite Organization and Site Administrators. GroveSite will send you an email with the URL for your initial site, your IDs and passwords.

Setting Organizational Standards for Your Websites

Once you have used GroveSite for a short time, you will probably make some decisions on standards for its use within your organization – standard logo, headers, footers, copyright notices, links to corporate websites, and so forth. When that time comes, go to the "Organization Administrators" chapter for instructions on how to save these settings to create your 'organizational' site template from which you can create other websites. For now, proceed to Step 2!

Step 2: Establish Site Settings, Security, and Style

You may perform this step if you are the Site Administrator or the Organization Administrator for your website. Moderators cannot perform these Administrative functions.

Login

Get to your email system and read the email you received from GroveSite with the group website URL, and your ID and password.

1. Click on the URL link, and you will be positioned in your 'starter website'. For convenience, save the URL in your Favorites list (Explorer) or bookmark it (Netscape).

2. Click on the **Login** button in the upper Menu Bar. The login form will appear. Enter your ID and password, as given in your email message.

3. On the login screen, you have the option to check a box to 'Save my ID and password' in a cookie. This will enable GroveSite to log you in automatically in the future. If other individuals use your computer, or if you have highly confidential information on your site, you should NOT check this box.

4. Because it is your first time logging in, you will see several 'one-time' messages to read and accept: System Maintenance message and Acceptable Use Policy. Read, clicking **OK** or **Accept** (if you do).

5. GroveSite then displays the Manage My Information form. This is to give those logging in for the first time a chance to see what personal information is already stored in the website, change their password, hide personal information (if they wish), or enter more personal information. Most people like to change their password here. Click on the **Save** button near the bottom of the form when you're satisfied. You can come back to this form any time you're logged in, so don't feel like you have to spend time on it now.

You should now see the Home page of your site.   It may have a few placeholders for starter logo, site header text, sample pages, etc. You can now replace those items with your group's information.

Manage Site Text, Logo, and Settings

Click on the **Administration** button in the Menu Bar. At the top of the page area, GroveSite will display options available to you as the Site Administrator: Broadcast email, Enrollment, etc.

Click on 'Manage Site Text, Logo and Settings.' A rather long form appears which you may want to browse. These are the fields you should set now:

Site Logo File OR Logo Text

- **Site Logo File**: Your starter site may have our starter logo inserted if yours is not. If so, our starter logo file, starterlogo.jpg, is attached. Do you have a group logo in .jpg or .gif? The best size is approximately 75 pixels high and 150-300 pixels wide or so. Use the **Browse** button to find and select your own file (just like adding an attachment to an email). Its path name should be displayed in the box. Check the box that says 'Delete existing file.' Click any **Save** button on the form. VOILA! Your website should be displayed with your logo.

- **Logo Text**: If you don't have a logo image file now, you can merely check the 'delete existing file' box, then enter your organization name in the 'Logo Text' field below. If you click any **Save** button, you'll be able to see your change.

Site Headers

Your site name and the Site Header 2 fields will be displayed in the upper right corner of your website. This might be a project name, seminar name, event name, etc. Delete the samples and enter these if you wish. Click any **Save** button to view your changes.

Site Footer

The Site Footer runs across the bottom of each page. The left side you cannot change – it contains the GroveSite 'Submit Feedback' link. The right corner contains two fields you can change. Typically you might enter a copyright notice (as in the sample), and perhaps a phone number, email address, web ink, or other organization contact information. Edit these fields as you wish.

Default Page Security

If your site was set up to allow some public (anonymous) access, click the Anonymous setting here. If your site was set up to be fully private (accessible only by enrolled members), check Participant (see only), Participant (see and update), or Moderator. This setting will be applied as the default for all pages you create. When you create each page in Step 3, you can override the default with a tighter security setting for a particular page.

Be sure to click the **Save** button to save your settings.

These are the most important fields to set initially. As Site Administrator, you can always come back to this form and complete other fields or make changes. See the chapter entitled "More Functions for Site Administrators".

Manage Site Style, Background, and Colors

Now click on the **Administration** button in the Menu Bar. This time click on 'Manage Site Style, Background, and Colors. Take a moment to browse the form.

Like other capabilities, you can always come back to this form and make changes, instantly. Still, there are three settings we recommend that you verify or set now.

Overall Site Width

If your site is too wide, the page will not fit on some monitors, and your users will have to scroll sideways. If you set your overall site width to 700 pixels, the site should display well on any screen. This may not be wide enough for some applications, but it is a good starting point.

You can also set the site width to 100%. The screen displayed will then adjust based on the user's browser/monitor. However, as you are creating pages and posting content, you may not be able to predict how the page will look on every user's monitor. Does it look good on both 800 pixel monitors and 1100 pixel monitors?

Navigation width

This determines the width of the left hand Site Navigation bar. We recommend entering 20-25%.

Color Scheme: Preset options or custom?

GroveSite has several 'preprogrammed' color schemes: Corporate Blue, Steel Blue, Red and Black, Maroon and Grey, and Green. Each has two main colors, affecting the Menu Bar buttons, the Site Navigation area, the borders, and some headings. You can click on each color scheme, then click the **Save** button to view your site in those colors.

You can customize your colors by selecting 'Custom colors' in the Color Scheme box. Then scroll to the lower section of the form and try out different colors. For example, next to "navigation background color" (which is the large colored left-hand side of any GroveSite), click on **Pick color** A Color Picker chart will appear, with an 'X' marking the current selection. Click on the color you want to try. The **Pick color** button will change to the selected color. Click **Save** to see how your selection looks. You may also enter the 6 character hexadecimal code for any color, if you would prefer. See the "Organizational Administrators" chapter later to see how to save a customized color scheme to use as the default for your organization.

Other items on this form you may want to come back to at some time:

Site Top Background File

Background files are displayed 'behind' other text or images. If you loaded a logo file, you will probably not want to have a background file.

One good use of a background file is for an image that is designed to fit the entire top space. An image approximately 75-100 pixels high and 700 pixels wide fits best. See the Sandbox demo on www.grovesite.com for an example of this.

HTML

This box lets you decide whether HTML can be used within Items on a Page. We recommend you allow it, as it gives you and your Moderators more flexibility when creating items on your pages. Drawbacks to allowing HTML are that your Moderators may make mistakes if they try to embed HTML, and then their page content won't display correctly. If this becomes a problem for your site, you can always return to this setting and 'uncheck' the box.

Font style

You may select other font 'sets' to be used in item headings, subheadings, etc. We recommend you leave the defaults initially, and come back to this setting in the future if you want to change the fonts in your website. At that time, you may select from GroveSite's several choices, or choose custom fonts and define these in the bottom of the form.

Click the **Save** button to save your settings. Now that your site has settings, its time to add pages.

Step 3: Define Pages and Page Security

You may perform this step if you are the Site Administrator or the Organization Administrator for your website. Moderators should assist to plan what pages are needed.

Defining the pages for your website is a Site Administrator function. Typically, the Site Administrator and Moderator sit down and discuss the type of information that will be in the website, and who should be able to view and update different types of information. Decisions are made on the initial set of website pages. Don't feel like your decisions have to be perfect now. You may add, edit, and delete pages at any time.

Turn on Edit

Your starter site probably has two initial pages: Home and Participants. Click on the Home page. Let's try adding more pages. (You should be logged in as the Site Administrator.) Now click the **Turn on Edit** button on the Menu Bar.

Add Pages

Click an **[new page]**, at the top of the Site Navigation Area. This is only displayed for Site Administrators and Organization Administrators. A short form, "Add New Page," will appear.

Navigation text:
The text you enter will appear in the left hand Site Navigation Area. Enter something descriptive and short.

Page type
There are several page types to choose from:

- **Web Page (default)**: This is the most common page. Moderators will be able to add all types of items to this page - text, images, bulleted or numbered lists, attached files, and so forth.

- **Discussion**: This is a specialized page type for asynchronous discussion forums. Participants will post in to discussions, and reply to other's postings.

- **Task List**: This page type gives you the opportunity to display a project task list, including task name, number, priority, member responsible, start and due dates, and status. In the Expanded View, there is room for additional notes and deliverables below each step.

- **File Library**: This page type lets you organize files by category, track status and owner, and access viewing history. You can allow Participants to post files to a File Library page by setting page security = 'Participants can see and update.' You may also track a file's viewing history and temporarily lock it so that it cannot be accessed.

- **Link to another web page (external)**: This type of 'page' has no page content, but is a way to put links in the Site Navigation Area.

- **Link to another GroveSite**: This type of 'page' also has no page content, but allows you to link to other GroveSite-powered websites within your organization. This capability allows you to transparently 'nest' related websites, and allows users to navigate between GroveSite websites without logging in again.

- **List of Participants**: This is a specialized page type which lists all enrolled users in a site. It also displays other information about each user (if the user has entered it) such as display name, title, company, email address, phone, bio and picture. Users can browse the Participant list and send email from it. Each website only needs one of these pages.

- **Navigation Heading**: This type of page has no content but allows you to format your left-hand navigation area by adding headings among your list of pages.

- **List of Related Sites**: This is a specialized page type that lists the sites you have set up in a main/sub hierarchy. Viewers can click on the site names displayed and go to that site.

Click on one of these page types.

Add page below
Position the new page in the Site Navigation area by selecting the page that will precede it.

Click the **Add page** button at the bottom of this form. Now you will see the second part of the page creation process, a form called "Edit Page." It varies depending on the type of page you just selected.

If your page type is a basic Web Page, Discussion page, Task List, File Library or List of Participants, continue here. *If you are adding other page types go to one of the following sections titled "Add Link to Other Websites or GroveSites" or "Add Navigation Headings."*

The top of the form contains the navigation text and page type you already entered. Now you can enter other fields. Most of these are optional items.

Page Heading
This text will be centered at the top of the page area. You may leave it blank.

Subheading
This text is centered underneath the page heading. You may leave it blank.

Page text
This text appears before the first item on the page. You may leave it blank.

Allow HTML?
Your default site setting from Step 2 is here. You can modify it for this page. While you don't need to allow HTML, it can give you more flexibility in formatting items.

Navigation Placement
This displays where the page is positioned in the Site Navigation list. You can use the **Move up** and **Move down** buttons to reposition it.

Page security (REQUIRED)
This is a very important setting. Please exercise caution in setting page security.

- 'Anonymous visitors can see this page' is already selected if your site is 'Public' and you chose 'anonymous access' as the default page security in Step 2. If you modify the page security setting, users will have to be logged in to view the page.

- 'Participant can see this page' is used on most web pages for 'Private' sites.

- 'Participant can see and update this page' should be used for **discussion pages and task list pages. It may be used for File Library pages if you want to give Participants the ability to upload files to that page.**

- 'Only Moderators can see (and update) this page' is used if you have restricted group information (budgets, management documents, etc.) that you want to share with a subset of the group but not share with all Participants. You can enroll that subset of users as Moderators in that case, and define the pages that are for their use only with this setting.

You can ignore this field, unless you want to enter a 'user friendly' set of letters to identify the page. This appears in the URL after p=. *Caution:* once your website is in use, you shouldn't change the short name. If you have any links to this page from anyplace in the website, or even from other websites, those links will not work anymore if you change the page's short name.

This is especially helpful when Site Administrators and Moderators are working on posting information to a page, but it is not yet ready for view. In this case select to hide it. When it's finished, come back to this form and select 'No, page is visible.' Or, you can select to hide a page until a certain date. Then you can set the page up in advance, and it will automatically display on the correct date. You can also choose to hide the page from Participants and anonymous viewers. Don't forget to click the **Save** button to save your input.

Repeat this procedure for your initial set of pages. This procedure works for default web pages, discussion pages, and participant list pages.

Add Links to Other Websites or GroveSites

After selecting a page type of "link to another web page" or "link to another GroveSite" and clicking the **Add page** button, the Edit Page form will appear. It is different if your page type is one of these links.

- **Link to external web page**: Top part of Edit Page continuation form has a box to enter the URL you are linking to. Don't forget to enter the http:// at the beginning. For example, you could enter http://www.espn.com to set up a link to the ESPN's website.

- **Link to another GroveSite**: Find the URL of the GroveSite website you want to link to. For example:

  http://www.grovesite.com/page.asp?o=pcc&s=home&p=202

  The top part of the Edit Page continuation form has three boxes. Enter the characters following the o=, the s= and the p=, respectively.

  o **Org short name**: pcc

  o **Site short name**: home

  o **Page short name**: 202

  Caution: If at some time in the future, an Administrator or Moderator uses the Edit Page feature and changes the page short name of the page

you are linking to, this link will not work. You'll have to edit the page short name here to be consistent with the new one.

Add Navigation Headings

After selecting a page type of "Navigation Heading" select page security and 'top' or 'bottom' of page and click Add page . The second form that appears, called Edit Page, displays all the entries in the Navigation area, so that you can position your heading precisely where you want. Use the 'Move up' and 'Move down' buttons on the form.

Delete Page

If you need to delete a page you've defined, click the Turn on Edit button in the upper Menu Bar. Then click [edit]   to the right of the page you want to delete. GroveSite displays the Edit Page form, with the page's current information displayed. Click the Delete button on the form. You will get an additional form called "Delete this page?" Click the Yes, delete button to delete. Otherwise, click the No, cancel button.

Enroll Moderators

Now that you've defined page types, it's time to let the site's Moderator(s) get to work to post information to them. You must enroll them in the site.

Click on the Administration button in the Menu Bar. From the list that is displayed, select 'Enrollment.' The form "Site Enrollment: Step 1" will appear. This form contains instructions and an example of how to enter user information.

Names
Enter information in the box next to 'Names'. You can enroll one person or many people at one time, using a comma-quote delimited list. Enter email address, first name, last name, title, and company – all separated by commas. The only required field is the **email address**. Here's an example where three people are being enrolled as Moderators:

jeff.hamilton@jonesgroup.com, Jeff, Hamilton, Controller, Jones Group
sjones@jonesgroup.com
joe@domain.com, Joe, Van Wilder, President, "Domain, Inc."

Separate any items that contain a comma (such as in the last company name above) by putting quotes around the item. Use the carriage return to enter enrollment information for a new person on a new line.

Site role

You may select Participant, Moderator, or Site Administrator. Note that if you are entering a batch of people at one time, they must all have the same role. When you are enrolling the Moderator during the Getting Started phase, select Moderator here.

Click the Check names button. A new form appears, "Site Enrollment: Step 2." First, review the names you've just entered. Then enter information for the welcoming email message that enrolled users will receive.

Welcome message

If you entered a default welcome message in Step 2, this default text will be presented. Otherwise, enter a message that you would like Moderators to receive in their welcoming email message. Here's a sample:

> *The new website for Project ABC is initialized! We're ready for you to start posting content.*

GroveSite-supplied information for welcoming email message

In the welcoming email message, GroveSite will insert information on URL, ID(email address), and password.

Instructions

This field is optional, but it is a valuable opportunity to help new users. For example, you may say:

> *Please click on the URL above to go to the Project ABC website. Once there, save the URL address in your Favorites list. Login using your ID and password. Please use the 'Manage My Information' form to add your phone numbers.*

Expiration date

Leave blank for no automatic expiration. If you enter a date (MM-DD-YYYY), this enrollment will automatically expire then and the user will be unable to login.

No invitation

If your site is SSL secure, you may wish to select to send no invitation to enrollees. Email is not secure, and sending a welcome and default or chosen password via email may not keep your website secured. If you choose 'No invitation' you must enter a default password, below.

Default password

Normally, you would leave this field blank and GroveSite will randomly assign a password to each enrolled user. In the occasional situation where you want to give all group members the same password, you may enter a default password here. Note that enrolled users can change their password to one of their choosing once they login to the website.

Click the <mark>Enroll checked</mark> button. You'll see several other confirmation screens flash by as GroveSite sends the welcoming email message to each person you enrolled. If you click on the Participant List page in the Site Navigation Area, it should now display the Moderator(s).

Step 4: Post Content to Website Pages

This step is designed to be performed by Moderators. Site and Organization Administrators may also post content.

Moderator Login

Your site's Moderator(s) will receive a welcoming email message and can start adding content to each page. Step 4 can be performed by Moderators (or Administrators). Site Administrators will complete the Getting Started process in Step 5.

As Moderator, you will be adding, editing, and positioning items on each page of the website. The basics of the Add Item process are explained here. Additional functions for Moderators, and more tips on formatting items, are provided in other parts of this document and in the www.grovesite.com Help Desk feature.

As Moderator, enter the URL for your website (or click on the URL in your welcoming email message) and go to the website. Click the <mark>Login</mark> button and complete the login form. Read the messages displayed (first time login only) and review your personal information in the Manage My Information form. Change your password if you like.

Now you are ready to use the powerful on-line editing features of GroveSite.

Add Items to Web Pages

Click the **Turn on edit** button in the Menu Bar. Editing symbols will appear on the screen: [edit] next to pages listed in the Site Navigation area, and [edit] and [new item] in the primary page content area.

Click on one of the pages listed in the Site Navigation Area. The page will appear, blank except for initial page headings or subheadings entered during Step 3.   Now click on [**new item**]. The Add New Item form appears.

Heading
Enter text for a heading, or leave the field blank if you wish. The text will be displayed in larger font, in color, left justified.

Item type
Select one of several item types:

- **Text/picture item**: This is the most frequently used item type. It can be used for text items, images, or files, or a combination of all three at one time.

- **Text formatted as a list** (bulleted): Each line of text you enter here will be displayed with a bullet.

- **Text formatted as a numbered list**: Each line of text you enter here will be displayed in a numbered list.

- **File to be downloaded**: If you select this item type, the file you attach will never be displayed on the page, as an image might be.

- **Link to another website/webpage**: This item type is used to create an item heading that is a link to another website or webpage. The heading text you enter will be displayed in the 'link' color (usually blue), indicating that users can click on it.

Sub heading / URL
This field provides lots of flexibility. You can enter text and it will be displayed beneath the Heading. Leave it blank if you like.

If the item type is 'link to another website/webpage,' (just above) enter the URL of the web location you want to link to. Use "http://" at the beginning of the link item. For example: http://www.espn.com

Item text
Enter text, as desired. You may enter carriage returns to separate paragraphs. You may copy and paste from other documents. You may leave this field blank. If you've

allowed HTML, you can even embed email and web links within your text (see the Sample Items pages on the Sandbox demo on www.grovesite.com).

Add Item below
Position the new item on the page by selecting the item that will precede it.

Upload picture or other file
Use the Browse button to find the file on your computer and select it.

Item Format
You can make the headings and subheading fonts slightly bigger or smaller for this item.

Navigation text
This field is often left blank. However, if you enter many items on a single page, you may wish to logically break the page into sections, and list those sections on the Site Navigation Area. To do this, enter a short phrase to be listed under the page name in the Site Navigation Area for the item you are adding.

Section break
If you entered text in the Sub Navigation field, above, you also have the option of inserting a 'page break' before this item. This is useful for pages with many items. When users click on a page that has sections, the section they see will start at the top of the page area. Sections separated by these 'page breaks' are also listed across the bottom of the page area so users can click to navigate between them.

Hide item
You may elect to hide the item until a certain date, or to hide it from anonymous users and Participants.

Click the Add button to save your changes.

Format picture
If you attached a .jpg or .gif file, you will now be shown a Format Picture form that allows you to select how you want your image displayed on the page.

- **Picture display formatting**: Select one of the "right-aligned," "left-aligned," "centered image," or "thumbnail" buttons. If you do not want to have your image displayed, you may select "bottom icon & details."

- **Picture size:** Select Small (100 pixels wide), Medium (240 pixels), or Full Size

- **Full display width**: If you select Full Size above, you may use this field to limit the width of large images.

Click the **Save** button to view your image. You may **[edit]** the item to try out different formatting options.

Edit or Reposition Items

To edit an item or to move it within the page, click the **[edit]** to the right of the item. The Edit Item form will be displayed. All the existing information about this item is displayed in the Edit Item form, so that you can leave it as is or modify it. Click the **Save** button to save your changes and view your item on the page.

Delete Item

If you need to delete an item, click the **Turn on Edit** button in the upper Menu Bar. Then click **[edit]** to the right of the item you want to delete. GroveSite displays the Edit Item form, with the item's current information displayed. Click the **Delete** button on the form. You will get an additional form called "Delete this item?" Click the **Yes, delete** button to delete. Otherwise, click the **No, cancel** button.

Step 5: Enroll Participants

Enrollment is a Site Administrator function. Moderators cannot enroll others in the website.

Set New Content Flags

Once the content has been placed in your initial web pages, and before you enroll members, you should set the "New Content" flags. This means that from this time forward, new material added to the site will be flagged as "new" for a period of time, based on the individual user's definition of "new" in My Info. Sites with new content or discussion will have "new" flags when listed on the My Sites list. This helps users to quickly identify which of their sites have new information, and to see via the flags on the Navigation bar what pages they should review for new content.

You may find that after editing a page or item, you do not wish to flag the section as 'new'. To avoid this, after making edits or other changes, go to the 'Administration' page, and select 'Manage Site, Logo and Settings' and click on the 'Reset' box. This will delete all 'new' flags until new content or edits have been posted.

After you have logged in, click **Administration**. Select 'Manage Site Text, Logo and Settings.' Scroll down the form until you find New Content Flags and three boxes:

- Flags in left-hand Navigation Bar: Check this if you want any pages with new content to be flagged in the Navigation Bar. You will also want to check the 'item new flag' below.

- Flags on new/updated items: Check this to have new/updated items flagged in the page area

- Reset: Check this to clear all new flags. Do this before enrolling your first users.

Enrollment

Click on the **Administration** button in the Menu Bar. From the list that is displayed, select 'Enrollment.' The form "Site Enrollment: Step 1" will appear. This form contains instructions and an example of how to enter user information.

Names
You can enroll one person or many people at one time, using a comma-quote delimited list. The only required field is the **email address**.

joe@domain.com

Or you can enter email address, first name, last name, title, and company – all separated by commas. Here's an example of enrolling two people:

jeff.hamilton@abccompany.com, Jeff, Hamilton, Controller, ABC Company
joe@domain.com, Joe, Van Wilder, President, "Domain, Inc."

Separate any items that contain a comma (such as in the company name above) by putting quotes around the item.

Site role
You may select Participant, Moderator, or Site Administrator. Note that if you are entering a batch of people at one time, they must all have the same role.   Usually, members of a group are given the role Participant.

Click the **Check names** button. A new form appears for the second step in the enrollment process, "Site Enrollment: Step 2." First, review the names you've just entered. Then enter information for the welcoming email message that enrolled users will receive.

Welcome message
If you entered a default welcome message in Step 2, this default text will be presented. Otherwise, enter a message that you would like all enrollees to receive in their welcoming email message. Here's a sample:

Welcome to our new website for Project ABC! Please check the website daily for important project updates.

GroveSite-supplied information for welcoming email message
In the welcoming email message, GroveSite will insert information on URL, ID(username), and password.

Instructions
This is a valuable opportunity to help all new users. For example, you may say:

Please click on the URL above to go to our new Project ABC website. Once there, save the URL address in your Favorites list. Login using your ID and password. You'll read several standard messages (first login only). Then review and update your personal information using the 'Manage My Information' form.

You may also wish to login to www.grovesite.com and print the 'User Guide for Participants.'

Expiration date
Leave blank for no automatic expiration. If you enter a date (MM-DD-YYYY), this enrollment will automatically expire then and the user will be unable to login.

No invitation
If your site is SSL secure, you may wish to select to send no invitation to enrollees. Email is not secure, and sending a welcome and default or chosen password via email may not keep your website secured. If you choose 'No invitation' you must enter a default password, below.

Default password
Normally, you would leave this field blank and GroveSite will randomly assign a password to each enrolled user. In the occasional situation where you want to give all group members the same password, you may enter a default password here. Note that group members can change their password to one of their choosing once they login to the website.

Click the **Enroll checked** button. You'll see several other confirmation screens flash by as GroveSite sends the welcoming email message to each person you enrolled. If you click on the Participant List page in the Site Navigation Area, it should now display those you just enrolled.

Your Website is Launched!

Congratulations! You've completed the five step Getting Started process. Your website can now become a dynamic tool that can enhance group collaboration, streamline communications, provide a single source of up-to-date information, and simplify group administration. If it's successful, your content will be changing daily, as your group's members use it, download information, and post in to discussions.

Virtually no training is required for most members of a group to fully participate in a GroveSite-powered website. If needed, members can go to www.grovesite.com and print the "User Guide for Participants." You may wish to download the "User Guide for Participants" or post it to your own website.

As Site Administrator or Moderator, you will continually add new content and new pages, to keep up with the group's need to share knowledge and accomplish their goals. New members can be enrolled at any time, and will have instant access to the current workings of the group. Moderators can use Broadcast Email (See next chapter) to easily communicate with all members, or to alert them that critical information is now posted on the website.

As Administrators and Moderators, you will become increasingly skilled at using GroveSite's capabilities. The next GroveSite website you create will take a fraction of the time.

More Functions for Moderators

Edit Page Settings

Moderators are not allowed to define new pages, set page security levels, or delete pages. However, Moderators have wide latitude to modify page settings using the 'Edit Page' feature.

Login as a Moderator and click the Turn on edit button on the Menu Bar. In the left hand Site Navigation Area, click on the [edit] next to a page name.

The Edit Page form will appear. The form will contain all the existing settings for the page. You can edit any field on this form except the Page Type.

Page Heading
This text will be centered at the top of the page area. You may leave it blank.

Subheading
This text is centered underneath the page heading. You may leave it blank.

Page text
This text appears before the first item on the page. You may leave it blank.

Allow HTML?
You can modify the HTML setting for this page, unless the Site Administrator has set the default for the site to be "No HTML." We recommend you allow it, as it gives you more flexibility when creating items on your pages. Drawbacks to allowing HTML are that Moderators may make mistakes if they try to embed HTML, and then their page content won't display correctly. If this becomes a problem for your site, the overall site setting for HTML can be changed ('Manage Site Style, Background, and Colors' in Administration).

Navigation Placement
This displays where the page is positioned in the Site Navigation list. You can use the Move up and Move down buttons to reposition it.

Page security (REQUIRED)
This is a very important setting. Please exercise caution in setting page security.

- 'Anonymous visitors can see this page' may be selected if your site is designated as 'Public.'

- 'Participant can see this page' is used on most web pages.

- 'Participant can see and update this page' should be used for discussion pages and task list pages.

- 'Only Moderators can see (and update) this page' is used if you have restricted group information (budgets, management documents, etc.) that you want to share with a subset of the group but not share with all Participants. You can enroll that subset of users as Moderators in that case, and define the pages that are only for their use with this setting.

Page short name

You can ignore this field, unless you want to enter a 'user friendly' set of letters to identify the page. This appears in the URL after   p=. *Caution:* once your website is in use, you shouldn't change the short name. If you have any links to this page from anyplace in the website, or even from other websites, those links will not work anymore if you change the page's short name.

Hide page

This is especially helpful when Site Administrators and Moderators are working on posting information to a page, but it is not yet ready for view. In this case select to hide it. When it's finished, come back to this form and select 'No, page is visible.' Or, you can select to hide a page until a certain date. Then you can set the page up in advance, and it will automatically display on the correct date. You can also choose to hide the page from Participants and anonymous viewers.

Don't forget to click the Save button to save your input.

Edit 'Link' Pages

The Edit Page form will appear somewhat differently, if your page type is a link to an external web page or a link to another GroveSite.

- **Link to external web page**: Top part of Edit Page continuation form has a box to enter the URL you are linking to. Don't forget to enter the http:// at the beginning. For example, you could enter   http://www.espn.com   to link to the ESPN's website.

- **Link to another GroveSite**:   Find the URL of the GroveSite website you want to link to. For example:

    http://www.grovesite.com/page.asp?o=pcc&s=home&p=202

    The top part of the Edit Page continuation form has three boxes. Enter the characters following the o=, the s= and the p=, respectively.

- o **Org short name**: <u>pcc</u>

- o **Site short name**: <u>home</u>

- o **Page short name**: <u>202</u>

  Caution: If at some time in the future, an Administrator or Moderator uses the Edit Page feature and changes the page short name of the page you are linking to, this link will not work. You'll have to edit the page short name here to be consistent with the new one.

Don't forget to click the <mark>Save</mark> button to save your input.

Copy/Move Item

You may copy an item, or move it, from one page to another or one site to another. Click <mark>**Turn on edit**</mark> in the upper Menu Bar. Position yourself on the 'to' or 'destination' page. Then click <mark>**[copy item]**</mark> and complete the form. In the last field of the form, select either 'copy' or 'move.' Moving an item deletes it from the source location.

Broadcast Email

Broadcast email gives you the ability to send a common email message to everyone enrolled in your group's website. Click <mark>**Turn on edit**</mark>. The <mark>**[send broadcast email]**</mark> command appears on every page in the site. Click on this command, and GroveSite presents an email screen to you with the following fields:

- Subject: Enter a subject.

- Message: Enter the text of your message.

- cc: list   This field is optional. Enter email addresses, separated by commas, of any non-enrolled individuals you would like to include in the broadcast.

Whenever you add files or other content to your site, it is a good idea to send broadcast email to alert members to visit the site.

One-Click Access

GroveSite's One-Click Access capability lets any member of your group instantly access website information, directly from your Broadcast Email or your Email Notification. He or she needs to have 'saved ID and Password in a cookie' (on the login screen) during a session. When done, the member merely closes the browser window rather than logging out. Then, when receiving a broadcast email or other

email notification, a member can simply click on the URL in the email message. GroveSite will log them in automatically and leave them positioned on the page from which you sent the message.

Facilitate Discussions

The individual who is given the role of Moderator for a GroveSite website is often a project leader, task force leader, seminar instructor, event manager, association head, and so forth. His/her job usually involves identifying and exploring issues, gaining consensus, gathering information – all activities which can be facilitated using GroveSite's discussion pages.

When you are viewing a discussion page, you'll see that there are two display modes: Summary View and Expanded View. The Summary View displays the subject given for each comment and reply. The Expanded View displays the message text and any attached files. In all views, the person posting the discussion is listed at the right.

Starting a Discussion

Click on a discussion page. To begin a new line of discussion by entering a question or comment, click on [Add a New Posting]. You'll see an Add New Posting Form with three fields: Subject, Message Body, and Attach File. Typically, you would enter the Subject and Message Body fields. Optionally, you may attach a file. Use the **Browse** button to locate and select your file on your computer/network. GroveSite will automatically notify you via email when others reply to your posting. If you do not want to be notified, uncheck the "Notify me" box. Click on the grey **Add posting** button to post your item.

All new lines of discussion are enumerated with whole numbers, such as 1. or 2. They are listed in chronological order, with the most recent first.

Replying to a Discussion Posting

To reply to another person's question or comment, simply click on their comment. You will see a form displaying the text of the original posting, and the text of all replies to date. Fill in the Subject and Message Body. Attach a file that supports your reply, if you like, using the **Browse** button to select your file. If you wish to be notified via email of other replies, check the "Notify me" box. Click **Post reply** to post your reply.

Replies are displayed beneath the original comment and numbered 1.1, 1.2, 1.3 and so forth. Your reply may be sent via email to the person starting the discussion; click the **Close** button.

Deleting a Discussion Posting

You may delete anything you've posted by clicking on it. The subsequent form displays the details of the posting. Click on the Delete button. *Note that if your posting is the first in a thread, the entire thread will be deleted.*

If a Participant has posted any discussion item that you as Moderator want to remove, you may delete it using the same method. In this way Moderators (and Administrators) can remove postings that are inappropriate for your group.

Manage Project Plans

Moderators can set up task lists for their groups or organizations using the GroveSite Project Plan page type. Click on a project plan page in your site. When you are viewing a project plan page, you may choose Summary View or Expanded View (displays notes, deliverables, attached files associated with each task).

Add a New Task

Click [Add a new task]. A form appears with a number of fields, defined below. The only required field is Task Name.

- **Task number**: Enter a task number of your choosing. Any format is acceptable - GroveSite's default for displaying tasks in 'ascending task number' order. This field may be left blank.

- **Priority:** Enter priority of task, if desired. Any alpha or numeric format is accepted. This field may be left blank.

- **Task name**: Enter name of task. This field is required.

- **Member responsible**: This field indicates which person on the team is responsible for this task. It must be an enrolled member of the team. Use the pull down menu to select one of the enrolled members. Note: If you build this task list page before you have enrolled members in the site, you will be unable to select a 'member responsible' - this field can be added later.

- **Other responsible parties**: If the individual responsible for a task is not an enrolled member of this site, or if you wish to include add others, enter their name(s) here.

- **Notify box**: Check this box if you want to have GroveSite send an email notification with the task information to the member responsible.

- **Start date**: Enter the start date of the task. Any format is acceptable. The field may be left blank.

- **Due date**: Enter the due date of the task. Any format is acceptable. The field may be left blank.

- **Status**: Choose one of the selections (including 'blank'). When this field is used for the sorting order, the tasks will sort in the order that the status options are listed, e.g. blank, on schedule, in progress, waiting, late, complete, approved.

- **Hide**: You may use this field to hide tasks from display. This may be because they are finished, and you no longer wish to view them on the web page. If you click the 'Turn on Edit' menu button, hidden tasks will be displayed at the bottom of the task list, and can be edited.

- **Task notes**: This is an optional field, with a maximum of 4000 characters. It will be displayed in the 'Expanded' view; in 'Summary' view, a music note icon will be displayed to show that task notes are present.

- **Deliverables**: This field is intended to specify the deliverables of the task e.g. "20 page PowerPoint presentation with analysis and recommendations."

- **Upload picture or other file**: A file can be attached to a task, if needed. It may be part of the input required to perform a task. It may also be the output of a task, though this would normally be posted on a Documents page or other file repository page. Use the Browse button to find the file on your computer and select it.

Edit or Hide a Task

Click on the Task Name to get a View Task form. You can then click the **Edit** button to edit specific information for the task. Once a task is completed, you may wish to hide it so that only active or future tasks are displayed. Check the Hide box. The task will not be displayed. To see all the tasks that you have hidden, click **'Turn on edit'** in the upper menu bar. The hidden tasks will be listed at the bottom of the page.

Sort Tasks

Click on any Task List column heading to sort tasks by that field. Click again and the tasks will sort in reverse order (e.g. from ascending order to descending order).

Summary and Expanded Views

The Expanded View shows details for task notes, deliverable and attached files, if they exist. The Summary View shows icons for these fields. You may click on any icon (note, deliverable or attached file) to see the task details.

Get Site and Personal Task Reports

Get Task Reports

Click on the [Reports] link on any task page to get a list of reports available for tasks within a site. When you click on a report name, the report is displayed on your screen. You have the option of printing it or downloading it into Excel.

My Active Tasks
Click on the [Reports] link on any task page. The pop-up window that appears will list any tasks in the current site or any other sites for which you are the 'Member Responsible.' Only active tasks, e.g. those not Complete or Approved, will be displayed. You may edit a task by clicking on its task name, or go to a Task List Page by clicking on the name of the page.

More Functions for Site Administrators

Manage Participants

View site members and status
You may view the list of people enrolled in the website, change a member's role, or expire/re-enable a member by clicking on the **Administration** button in the Menu Bar, then clicking on 'Manage Participants.' A form appears that lists all users.

Change member's role in site
To change a member's role, click on the Display Name. A new form appears, called 'Manage Member'. It displays the individuals Display name, last login, role in site, and expiration status. Select a new role, as desired. Click the **Save** button.

Reset a member's password
Usually, a group member who can't remember his password can click 'Forgot My Password' on the Login screen to have GroveSite send him an email reminder with the password. However, if you are helping a member who is having difficulty logging in, or if you are using the GroveSite SSL option [in which passwords should not be sent via email at all], you may wish to reset a group member's password. Click on the Display Name. A new form appears, called 'Manage Member'. Enter the password once, and then again to confirm it in the appropriate fields. Click the **Save** button.

Delete a member or change their status to 'expired'
You may delete a member's enrollment or change their status to 'expired' to deny them access to your site. This often happens if someone's email address is entered incorrectly. To delete an enrolled member, click on their Display Name. If the form that appears, click the Delete button at the bottom. You will have to click Delete a second time to confirm. This deletes all information about that person (title, company, phone, and so forth) if this is their only GroveSite.

To 'expire' a member from the site, thus denying them access to the site but not deleting their enrollment and last login information, click on the Display Name. In the resulting Manage Member form, you may select to 'expire them immediately' or you may enter the date on which the member should be 'expired.'   You may also remove someone's expired status, then enabling them to once again login and access the site.

Click the **Close** button to exit this form.

Copy/Move Page

You may copy a page, or move it, from one site to another. Click the **Turn on Edit** button in the upper Menu Bar. Position yourself on the 'to' or 'destination' site. Then click [**copy page**] and complete the form. In the last field of the form, select either 'copy' or 'move.' Moving a page deletes it from the source location.

View Site Usage Reports

Site Administrators have these reports available to them: Active Site Enrollment, Expired Site Enrollment, and Site Utilization. Click **Administration** and then click on one of the report titles.

Organization Administrators

As an Organization Administrator, you are responsible for managing and facilitating the use of GroveSite for your organization. Call GroveSite at 1-866-952-9880 to confirm that you are on record as the Organization Administrator for your organization.

Click on **Administration** to display the administrative menu. Click on **"Switch to Organization Administration Mode"** at the bottom of the Administration page. A separate side table will appear at the left of your screen, where you will see a list of the sites for which you have Organization Administration responsibility as well as some other options.

Add a New Site

To add a new site, click 'Add New Site.' A form will appear for you to fill in. Note that you can click on any blue field name in this form and get an immediate Help screen.

- **Site name**: This is the full site name, which gets displayed in several locations, including the welcoming email message, the login screen, the site header field, and reports.

- **Site short name**: The short name is visible on the URL, so should be 'friendly' but short, e.g. SECcourse, or xyzproject.

- **Site DNS name**: This field is often left blank. However, if you want to use a URL like xyzcorp.grovesite.com, enter that URL here.

- **Private or Public**: This is an IMPORTANT setting. Select 'Private' to limit site access to enrolled members only. If you will allow public (anonymous) access to at least one page in your site, select 'Public.' If you select 'Public,' be sure to verify the page security of each page you add to determine whether that page can be viewed publicly (anonymously) or not.

- **Login**: Checking this box allows the Login menu button to be displayed, so that members can login once they get to the URL. If your site is purely for anonymous viewing, you might not want the Login button displayed.

- **SSL**: SSL is an option that gives your site an extra layer of security. Any data being transmitted to/from your browser and the GroveSite servers will be encrypted with the same advanced data encryption technology used for on-line banking and credit card transactions. *This field is only displayed IF your organization has selected a Billing Usage Plan that includes SSL for its GroveSite account.*

- **Tight Control**: If you want to limit Site Administrator's control over site settings, such that only the Organization Administrator can change logos, colors, access and other settings, check this box.

- **Main/sub site**: A main site is the primary site for your organization. Other sites are usually called Sub sites. When you click the 'My Sites' menu button, Sub sites are indented underneath the main site.

- **Site expired**: You can select to expire the site at a certain date, or come back to this setting later to expire the site.

- **Copy a site**: You can choose to copy all or part of an existing site as a base for your new site. Pull the menu down and select from the list, which includes

several GroveSite templates (project, seminar, starter) as well as each of your organization's other sites.

- **Select what to copy:**

  - **"Nothing":** selecting this will copy nothing from an existing site.

  - **"Site setting":** this choice will copy security settings, logo, headers/footers, colors and fonts from the selected site.

  - **"Site settings plus page structure/security":** this choice copies all of the above, plus the page definitions and page security settings.

  - **"Everything":** this choice copies all of the above PLUS the items on every page.

- **Copy enrollment**? You may also choose to copy the enrollment from one site to a new one. Checking the 'copy enrollment' box will copy all Site Administrators, Moderators, and Participants to the new site. You may then use the Manage Participants option (under Administration menu) to add or delete members or change their role.

Manage Existing Sites

Once you are in Organization Administrator Mode, click <mark>[Adv Options]</mark> to the right of each of your organization's sites to edit the site's settings. Use the field descriptions above, or click on any blue field name for a Help screen. You can also edit settings to:

- **Help Desk**: Checking this box allows the Help Desk button to be displayed, so that all members can access and use the GroveSite Help Desk from your site. If your site is 'Public,' and purely for anonymous viewing, you can suppress the display of the Help Desk button by unchecking the box.

- **Change the maximum file size allowed for uploaded files:** use the 'Upload Max Mb' field to enter a number up to 50Mb. Remember that your organization is charged for storage that exceeds the storage quota in your organization's Billing Usage Plan.

- **Expire a site:** There are three choices for site expiration: (1) site never expires, (2) expire now, or (3) enter a date on which the site will expire.

- **Default site for organization:** Each company or organization using GroveSite can select one of its sites as its 'default site.' If you then enter www.grovesite.com/orgname, where 'orgname' is the short organization name listed in the URL for all your sites, GroveSite will take you to your default site.

This is useful for organizations that set up one site as their 'entry/home' site and then link to other sites from there.

Review Site Usage Reports

GroveSite offers reports for organization administrators to monitor usage and activity on each site and page. These reports track enrollment usage units, active site enrollment, every enrolled email address, active site utilization and daily site utilization.

Create an Organizational Template

You can create a 'standard' GroveSite template from which to create new GroveSite sites.

- Add a New Site with the logo, footers, welcome/instructions messages, file upload size, and so forth, that you wish to make the organizational standard. Name the site something like 'Organization Site Template.'

- When you need to create a new site, copy the Organization Site Template. Check the site setting box called 'Tight Control.' Then when you enroll a Site Administrator, that individual WILL NOT be able to edit your site settings. The Site Administrator WILL still be able to define new pages and enroll members.

How to Get Help

There are multiple ways to get help using GroveSite

Web-based Help Desk
Click on the **Help** button on the Menu Bar from any GroveSite-powered website. The Help Desk contains much of the information in this User Guide, as well as information from the User Guide for Participants.

On-line feedback
In the bottom left corner of every page of your website, there is a Submit Feedback link. If you think you've found a bug, or have a question or comment, click on this link and a Feedback form will appear. Enter your email address and select the category of feedback:

- o General comment
- o Request for information or new features
- o Bug in the site

o   Error while using the site

Enter a Subject and your Feedback. Click the <mark>**Submit Feedback**</mark> button. Your feedback will be reviewed by GroveSite personnel and sent to the appropriate staff for a response. We'll try to get back to you within the next business day.

On-line Forms Help
Most GroveSite forms used to add or edit content have context-sensitive help screens available. If the field name on the form is blue, you can click on it and get an instant Help screen.

Printable User Guides
You're reading one of our User Guides. We update our User Guides frequently, as new capabilities are incorporated into GroveSite and to answer common questions. Check www.grovesite.com to print the latest User Guides.

Training by Phone
GroveSite Customer Service personnel provide assistance to new Administrators and Moderators over the phone. We'll be happy to walk you through your initial GroveSite usage. After a reasonable period of time, as your group becomes more familiar with GroveSite, we expect that you'll quickly train your own new users.

Telephone Customer Service
866.952.9880   or   602.952.9880
Customer Service personnel are available to answer GroveSite's toll free number at the hours posted on www.grovesite.com. We can assist with general usage questions, how to post content, training and billing questions.

Telephone Technical Support
866.952.9880
Technical Support staff is available during the business hours posted on www.grovesite.com. Free technical support is provided for technical difficulties (bugs, errors or other technical problems) with the GroveSite software or hosting platform. Other assistance will be charged.

Appendix: Web Publishing Tips

Using Background Files in the Top Section

Background files are displayed 'behind' other text or images. If you loaded a logo file, you will probably not want to have a background file. One good use of a background file is for an image that is designed to fit the entire top space.   An image approximately 75-100 pixels high and 700 pixels wide fits best. See the Sandbox demo on www.grovesite.com for an example of this. The height of the top space will be decided by site header text, logo text, or a logo image, and the background image will wrap/repeat to fill the space. The height of the Sandbox picture is determined by the Site Header, which is padded with several blank lines (<br>) before and after the text to keep its height. (Login as adam@administrator.com, PW=demo to see this).

Setting Site width

If your site is too wide, the page will not fit on some monitors, and your users will have to scroll sideways.   Many laptop screens are 1100 pixels wide or more, but many desktop monitors are set for approximately 800 pixels wide. If you set your overall site width to 700 pixels, the site should display well on any screen. This may not be wide enough for some applications, but it is a good starting point. You can also set the site width to 100%.   The screen displayed will then adjust based on the user's browser/monitor. However, when you create a page and post content to it, you may not be able to predict how it will look on every user's screen.

URLs and Accessing Your Website

There are several ways your users may access your group website:

(1) The standard GroveSite URL is sent in the welcoming email message you send to enrolled users. *Users can click on it to get to the website, then bookmark the URL or add it to their Favorites list.* It looks like this:

> www.grovesite.com/page.asp?o=orgshortname&s=siteshortname

The 'o=' is the organization's short name GroveSite set up when you registered for an account.   The 's=' is the site short name selected when the site was created.   An organization may have multiple sites, each with its own site name.

(2) Your users may simply go to www.grovesite.com and login. GroveSite will take them to your group website, or if they are members of several sites, to a list of their sites where they can select a site.

(3) You may enter www.grovesite.com/orgshortname/siteshortname.

(4) You may use your organization name in the beginning of the URL (replacing the www), e.g. xyzcompany.grovesite.com, mckinsey.grovesite.com, sbane.grovesite.com. ***Let us know if you would like to do this, so we can set it up properly when we initialize your account.***

(5) You may already have a traditional website through which you would like your group to access your collaborative GroveSite website. You need to have your technical staff insert a link in the organization's website to 'point' to the full GroveSite URL.

(6) You may have purchased a domain name URL specifically for your group website. Your technical staff or ISP staff can set up a link to 'point' to the GroveSite-assigned URL.